

**RESOLUTION NO. \_\_\_\_\_**

**APPROVAL OF SPECIAL PROJECTS CONSULTANT CONTRACT**

**Item No. 5g**

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Housing Choice Voucher Program, which may be used for program and project related consulting services when necessary in the course of agency operation; and

WHEREAS, Louisville Metro Housing Authority staff prepared a Request for Proposals to acquire needed Special Projects consulting services for an annual fee not to exceed \$100,000 and advertised the project in the Courier-Journal and the Louisville Defender, and on June 9, 2020, three proposals for providing the requisite services were received and evaluated; and

WHEREAS, staff reviewed the proposals and determined the proposal from Hairgrove Consulting acceptable for the work to be performed and staff recommends award of the contract to Hairgrove Consulting for the not to exceed annual amount of \$100,000 with projects to be assigned based on the type of work.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a Special Projects Consultant contract with Hairgrove Consulting with an annual fee not to exceed \$100,000 (including four yearly renewal options).

## **RESOLUTION BACKGROUND STATEMENT**

### **APPROVAL OF SPECIAL PROJECTS CONSULTANT CONTRACT**

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#### **I. STATEMENT OF FACTS:**

The U.S. Department of Housing and Urban Development provides the Louisville Metro Housing Authority (LMHA) funding under the Housing Choice Voucher Program, which may be used for program and project related consulting services as the need arises in the course of agency operations.

In accordance with LMHA's procurement policy, a "Request for Proposals" was issued to prospective offerors. Three proposals were received on June 9, 2020 from Hairgrove Consulting, Cindi Herrera and Associates, and The Organizational Leadership Edge.

Staff reviewed the proposal submitted utilizing the following criteria:

1. Experience and qualifications
2. Fee proposal
3. Timeliness
4. Knowledge of HUD Regulations and Affordable Housing Development, Including Knowledge of the PBV Program and Choice Neighborhoods Implementation Program
5. Satisfaction of current clients
6. MBE, FBE, DBE proposed utilization

The selection was reviewed by the LMHA Procurement Committee and it was determined that Hairgrove Consulting has the necessary attributes to provide specific services needed for this project. Staff believes that the proposed hourly fee to perform the work is reasonable. The contract will have an annual fee not to exceed \$100,000, and will include four yearly renewal options.

#### **II. ALTERNATIVES:**

- A. Approve award of annual Special Projects Consultant contract to Hairgrove Consulting.
- B. Do not approve award of the contract at this time.

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#### III. RECOMMENDATION:

Staff recommends Alternative "A".

#### IV. JUSTIFICATION:

- The Beecher/Russell Choice Neighborhoods Initiative Implementation Grant Transformation Plan requires the provision of 316 on-site Beecher Terrace replacement units and an additional 442 off-site replacement units. Replacement unit rents will be kept affordable to LMHA families through the use of Project-Based Vouchers.
- The annual Special Projects Consultant contract will provide a knowledgeable consultant to coordinate the provision of the 442 off-site Section 8 Project-Based Voucher replacement units.
- The Special Projects Consultant contract will provide a knowledgeable consultant who is available to act on a consulting basis on projects that develop in the course of agency operations.
- Hairgrove Consulting is qualified to perform the needed services as demonstrated by their current and past experiences working with LMHA and other entities as described in their proposal submission.
- Hairgrove Consulting has specialized expertise in the HCV, PBV, Low-Income Housing Tax Credit, and other affordable housing programs. Their primary consultant has worked for the Kentucky Housing Corporation, HUD Kentucky Field Office, and Louisville Metro Government's Office of Housing and Community Development.
- The hourly fees proposed by Hairgrove Consulting have been reviewed by staff and found to be reasonable and acceptable.

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**V. BUDGET APPROVAL:**

Funding for this project is provided from the Housing Choice Voucher Program.

\_\_\_\_\_  
Angela Larsson, Director of Finance

\_\_\_\_\_  
Date

**VI. PROCUREMENT CERTIFICATION:**

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

\_\_\_\_\_  
Steve Webb, Purchasing Agent

\_\_\_\_\_  
Date

Prepared and Submitted by:

John Hawkins  
Special Activities Project Manager  
July 21, 2020